

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8749 authorizing amendment of the Software Purchase and Maintenance agreement with Insight Software.com, Inc., in the amount of \$35,675 to purchase additional reporting modules and user licenses plus annual maintenance of \$7,928 for the City's financial/HR system, JD Edwards.

FISCAL IMPACT

This proposed resolution authorizes an amendment to the agreement with Insight Software.Com, Inc., in the amount of \$35,675, including tax, to purchase additional user licenses and reporting modules for ad hoc user reporting in the City's financial/HR system. Annual ongoing support for this purchase is \$7,928, including tax. Funding for this contract was anticipated and is available in the 2013-2014 Finance Department budget. Future years funding for ongoing support is being included in the Information Technology-Technology Business Systems Division 2015-2016 budget.

Following is an outline of the City's investment in this reporting tool to date:

7/31/2009	Payroll and HR Pilot Reporting Tool	\$38,106
9/11/2011	Payroll and HR – Expanded Reporting Licenses	7,939
12/12/2011	Expanded tool to Procurement and Accounting	21,747
11/5/2012	Proposed expansion to Budget Office	18,894
6/18/2013	Expanded licenses for Accounting	7,402
6/2/2014	Proposed expansion to additional Finance staff	35,675
Contract Total		\$129,763

STAFF CONTACT

Sara Lane, Assistant Finance Director, 452-7247

Toni Battersby, Finance Business Systems Manager, 452-6455

Finance Department

Carole Harper, IT Business Systems Manager, 452-6905

Information Technology Department

POLICY CONSIDERATION

One City principles and budget/operational strategies:

Responsive Government identifies four factors, including High Performing Workforce and Stewardship, as foundational elements for City operations; sub-factors include:

- Provide gains in efficiency and/or cost savings,
- Ensure sound business practices,
- Increase staff productivity and/or capacity,
- Support continuous improvement, and
- Promote a well-trained and equipped workforce.

BACKGROUND

Insight software is designed to work with JD Edwards, the City's Finance/HR system, to provide non-technical staff the ability to develop and run ad hoc reports. The City purchased and implemented the Insight Reporting Tool in 2009 to address critical user reporting needs for Human Resources and Payroll functions. At that time, the decision was made to pilot the project with five Human Resources and Payroll users, with the potential to extend functionality to other work groups in the future. The pilot was very successful.

In 2011, the City purchased additional licenses which provided ad hoc reporting capabilities for Accounting and Procurement needs. These enhanced reporting capabilities supported process improvement efforts in the Finance Department implemented to help absorb staffing reductions, and reduce the number of report requests elevated to Information Technology, also impacted by staffing reductions. Then in 2012, the City purchased additional licenses to provide the reporting tool to Budget Office staff to assist in financial data analysis used in budget monitoring and development efforts.

This amendment further expands the user licenses to provide licenses to additional Finance staff to assist them with general, ad hoc reporting needs. Potential future expansion within the Finance, Human Resources, or other departments will continue to be evaluated and recommended as needed.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately upon Council adoption.

OPTIONS

1. Adopt Resolution No. 8749, authorizing amendment of the Software Purchase and Maintenance agreement with Insight Software.com, Inc., in the amount of \$35,675, to purchase additional reporting modules and user licenses plus annual maintenance of \$7,928.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Adopt Resolution No. 8749, authorizing amendment of the Software Purchase and Maintenance agreement with Insight Software.com, Inc., in the amount of \$35,675 to purchase additional reporting modules and user licenses plus annual maintenance of \$7,928.

MOTION

Move to adopt Resolution No. 8749, authorizing amendment of Software Purchase and Maintenance agreement with Insight Software.com, Inc. #44730 in the amount of \$35,675 to purchase additional reporting modules and user licenses plus annual maintenance of \$7,928.

ATTACHMENTS

Proposed Resolution No. 8749

AVAILABLE IN COUNCIL DOCUMENT LIBRARY

Insight Software.com Inc., Contract #44730

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8749

A RESOLUTION authorizing the execution of an amendment to the Software Purchase and Maintenance agreement with Insight Software.com, Inc., Clerk's Receiving No. 44730, in an amount not to exceed \$35,675 inclusive of tax, to purchase additional reporting modules and user licenses, plus annual maintenance in the amount of \$7,928.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute an amendment to the Software Purchase and Maintenance agreement with Insight Software.com, Inc., Clerk's Receiving No. 44730, in an amount not to exceed \$35,675 inclusive of tax, to purchase additional reporting modules and user licenses, plus annual maintenance in the amount of \$7,928, a copy of which Agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2014, and signed in authentication of its passage this _____ day of _____, 2014.

(SEAL)

Claudia Balducci, Mayor

Attest:

Myrna L. Basich, City Clerk